

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN DIEGO**

DEPARTMENT 61 - RULES AND PROCEDURES

Courtroom Staff:

Judge.....	John S. Meyer	685-6058
Calendar Clerk.....	Barbara Jarratt	685-6138
Courtroom Clerk.....	Nora Sanchez	685-6058
Bailiff.....	Niki Blanchard	685-6058
Court Reporter.....	Gaylene Wagner	685-6049
Staff Attorney.....	Karen Squire	

This department has not attempted to memorialize the myriad of rules and procedures required of counsel engaged in civil litigation from filing through trial. It is assumed that all state and local rules and procedures are understood and will be followed.

The following rules and procedures will be followed in Department 61.

- 1. Law and Motion Matters.** All law and motion matters are set for appearance hearings. Law and motion matters will generally be heard on Friday at 11:00 a.m. Tentative rulings will be made available by 4:00 p.m. on the court day prior to the scheduled hearing. Tentative rulings may be obtained by calling (619) 531-3690, or by navigating to the Court's website. No notice of intent to appear is required to appear for oral argument. The tentative ruling will not become the final ruling of the Court until the hearing.

No discovery motions may be filed without prior ex parte approval. No demurrer may be filed without a declaration stating that counsel have met and conferred relative to filing an amended pleading.

- 2. Case Management Conferences.** Case management conferences are held at staggered times on Friday morning. Counsel shall file the Case Management Conference Questionnaire 5 days prior to the conference. At case management conferences, no matters will be set for arbitration unless requested by both parties.
- 3. Trial Readiness Conferences.** Trial readiness conferences are held at 9:30 a.m. on Friday. A completed joint trial readiness conference report shall be brought to the hearing.
- 4. Ex Parte Matters.** Ex parte appearances are by reservation only on Tues., Wed., and Thurs. at 8:30 a.m. Check in time is 8:15 a.m. No ex parte matter will be heard unless supporting papers are filed no later than 2:00 p.m. of the day before the hearing.

No ex parte appearances are required for the following:

-Stipulation for order extending arbitration date for 30 days or less.

? ?Stipulation for order extending expert designation dates.

? ?Order for publication with declaration of due diligence.

Department 61

Rules and Procedures

- 5. Trial Calls.** Trial calls are held on Friday at 9:00 a.m. Counsel should expect to commence trial on the Monday following trial call. At trial call, all exhibits will have been shared with opposing counsel, pre-marked and memorialized in an up-to-date exhibit book. Any and all exhibits, demonstrative aids or other material to be used in opening statements will have been shared with opposing counsel. Any and all in limine motions and trial briefs must be filed at least four days prior to trial call. Opposition to all in limine motions must be filed no later than noon on the day preceding trial call.
- 6. Trials.** Trials will take place Mon.-Thurs. from 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. Jury and reporter fees will be paid each day of trial.
- 7. Settlement Conferences.** Settlement briefs are to be no more than 5 pages and must be received by the Court no later than 4:00 p.m., two days before the settlement conference. Settlement conferences will be calendared for Friday afternoons. By submitting to a settlement conference in Department 61, the parties agree that this Court will not be disqualified from presiding over the trial should the case not settle.
- 8. Miscellaneous**
 - a.** Ex Parte Matters, Failures to Comply, Case Management Conferences, Trial Readiness Conferences, and Trial Calls will be conducted in chambers off the record. Any counsel desiring otherwise should advise the Court no later than 4:00 p.m. the day preceding the hearing or conference. Any matter in which one party is in pro per will be conducted on the record in the courtroom.
 - b.** No documents (i.e., Certificates of Progress or Certificates of Service) will be accepted for filing in chambers. All such documents must be duly presented for filing in the courtroom in advance of the hearing.
 - c.** Requests for Default Judgement by Court will proceed by filing an application (no appearance required) that complies with the guidelines for default judgment contained in Appendix ? A? of the Coordinated Rules of Court. In the event a Default Prove-up hearing is required, contact the calendar clerk to schedule the hearing. Default Prove-up hearings are calendared for Friday afternoons. (Please note you must still comply with the applicable guidelines per Appendix “A”.)
 - d.** Counsel may not communicate with the staff attorney.
 - e.** The IC Clerk is in the courtroom on Friday mornings and is unavailable to answer questions or set dates.

TELEPHONIC RULING WEBSITE: WWW.SANDIEGO.COURTS.CA.GOV/SUPERIOR
TELEPHONIC RULING TELEPHONE NUMBER: (619) 531-3690